



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 20.54

Subject: Collection of Basic Health Care Information

Supersedes: None

Local Policy: No

Local Procedures: No

Requires Training: No

Approved by:

Effective date: 10/01/99

Revised date:

Application

To All Department of Children's Services Employees, Child Protective Services Employees, Foster Parents, Court Liaisons, and Contract Agencies

Authority: TCA 37-5-106

Policy

Basic health care information must be collected on all children/youth immediately as soon as they are placed in the custody of the Department of Children's Services. The health care information shall be provided to all care takers and the information must "travel" with the child/youth.

Procedures

- A. Health interview**
1. Court liaisons or child protective services staff must complete an initial health interview using form, CS-0543 *Initial Health Questionnaire* on all children/youth as soon as a child/youth is placed in DCS custody. The health interview may be obtained from the parent, nearest relative or caretaker of the child/youth.
 2. When there is no one available from which to obtain health information on a child/youth, or a child/youth cannot self report, an explanation of the circumstances must be recorded on form CS-0543, *Initial Health Questionnaire*.

**B. Responsibilities
of court liaison,
CPS staff and
home county case
manager**

1. The court liaison or child protective service staff must:
 - a) retain a copy of the completed form CS-0543, *Initial Health Questionnaire* for record keeping/case file
 - b) ensure that the completed form CS-0543, *Initial Health Questionnaire* **“travels with the child/youth”** beginning immediately upon placement in DCS custody (this includes detention, D & E facilities, shelters, DCS community residential facilities, institutions, or DCS foster families, etc.). Form CS-0543 must “follow the child/youth” when the child/youth goes from placement to placement.
 - c) send a copy of the completed form CS-0543, *Initial Health Questionnaire* to the home county case manager within 48 hours of a child/youth being placed in DCS custody. The form shall accompany the court petition/prior record and CWBC application.
 - d) form CS-0543 must accompany form CS-0544, *Foster Home Placement Checklist*, when a child/youth is taken to a foster home.
2. The home county case manager must retain a copy of the questionnaire for the child/youth case file and it shall become a part of the resource packet along with other medical information (EPSDT, immunizations, etc.).

Forms/Templates

CS-0543	Initial Health Questionnaire
CS-0544	Foster Home Placement Checklist

Collateral Documents

None

Standards

None